

## **Construction or Remodeling of Food Service Facilities Step by Step Instructions for Plan Review**

The plan review process is required for a new food service facility (FSF) or for remodeling.

**PLEASE NOTE:** The Code of Maryland Regulations (COMAR) 10.15.03, requires that properly prepared plans be submitted and approved before a person constructs a food establishment, remodels or alters a food establishment, or converts or remodels an existing building. All food service facilities that are to be newly constructed, remodeled, or materially altered are required to submit plans and specifications to the Howard County Health Department, Bureau of Environmental Health, Food Protection Program (410-313-1772), for approval prior to starting any work.

**STEP 1:** Contact the Howard County Department of Inspections, Licenses and Permits (DILP) at 3430 Courthouse Drive, Ellicott City, MD 21043 at 410-313-2455 prior to construction or remodeling to ensure you have appropriate building, electrical, and plumbing permits.

**STEP 2:** Review these instructions, the [Plan Review FAQ](#), and the [Plan Review Packet](#). Identify and submit to the **Howard County Health Department, Bureau of Environmental Health, Food Protection Program** all of the documents required for the plan review. Incomplete submittals will not be fully reviewed and result in a delay of the plan review process. Call the Food Protection Program at 410-313-1772 to clarify the documents required for your situation.

### **Documents Needed:**

- ☐ Menu – include all food items listed on the menu (including seasonal items)
- ☐ HACCP (Hazard Analysis Critical Control Point) plan for Moderate and High priority facilities (see [HACCP Guidelines](#)) with:
  - Written HACCP training agreement
  - Standard Operating Procedures which include employee illness policy [[SOP Guidelines](#)]
- ☐ Scaled architectural floor plan showing the locations of numbered equipment is required. [[Example of architectural floor plan with list of equipment](#)]

- List of equipment – numbered to match plan, indicating all equipment
  - Manufacturer specification sheets for each piece of new equipment indicating the model number
  - Manufacturer (and model # if available) of existing equipment must be noted on the equipment list. Not all existing equipment may be approvable.
  
- Obtain a Food Service Manager's Card issued by Howard County Health Department (for High and Moderate facilities only). The following items are required to obtain the card:
  - [Food Service Manager Card Application](#) must be presented by the applicant in person with photo identification and one 2" by 2" photograph
  - Original copy of a Certified Manager's Certificate issued within 3 years. The following ANSI certified training certificates are acceptable:
    - Serv Safe
    - National Registry of Food Safety Professionals
    - 360 Training
    - Prometric, Inc.
    - State Food Safety Manager Certification
  - \$17 fee paid by Check or Money Order payable to Director of Finance (cash in the exact amount is acceptable)

**STEP 3:** The Food Protection Program will review your submittal for conformance with state regulations (Code of Maryland Regulations [\(COMAR\) 10.15.03 Food Service Facilities](#)). *Food Protection Program staff will inform you in a Plan Review Letter of your plan review fee and any need for additional information within 10-15 business days.*

**STEP 4:** Provide a written response addressing each of the comments in the Plan Review Letter along with any additional information requested. Review of the required resubmittal or requested revision may take as many as 10 - 15 days depending upon the complexity of the submittal or revision. Changes to the original proposal, such as type of facility, kitchen layout, menu, etc. may result in a longer review time within that range.

**STEP 5:** The Food Protection Program will advise you when it determines that all information has been received and approved. The Food Protection Program will provide an approval letter and provide Health Department Food Protection Program approval of the building permit. *Changes to the original proposal, such as type of facility, kitchen layout, menu, etc. submitted after the approval and release of the building permit by DILP will result in an additional plan review fee and additional review time.*

**STEP 6:** Call the Health Department Food Protection Program at 410-313-1772 to schedule a **pre-opening inspection at least two weeks** in advance of anticipated opening, to allow time for any needed changes. Submit your Food Service Facility License Application provided to you by the Food Protection Program and pay the required food license fee. For this inspection the equipment should be properly installed and functioning. No food should be present for unlicensed food service facilities.

**STEP 7:** Upon successful completion of the inspection/s showing conformity with requirements, and if the license fee has been paid [see [Fee Schedule](#)], the facility will be issued a Food Service Facility License valid for one year.

[12/2019]